



## NORTH CENTRAL

### Police Officer VII Campus Police Department

Purdue University North Central is looking for a Police Officer VII to provide protection to staff, faculty and student body as well as other services to the Purdue North Central Campus.

#### **ESSENTIAL DUTIES:**

- Provide protection to staff, faculty and students; maintain general orderliness and proper decorum on the campus.
- Log any complaints directed to police department and prepare investigative reports as needed.
- Enforce Federal, State, Local and University rules and regulations at Purdue North Centrals Campus.
- React immediately to numerous situations that have no standardized procedures or university policies.
- Enforce University and campus parking regulations.
- Frequently inspect parking lots for issues violation or warning notices for infractions of regulations.
- Issue parking permits and maintain campus security including all buildings and university property.
- Monitor weather conditions and operate radio equipment and institute building searches when necessary.
- Observe operation of utility systems within the university buildings and report malfunctions or improper operation of utility systems to the Physical Plant.
- Report potential Security weaknesses and safety hazards.

#### **OTHER DUTIES:**

- Direct visitors to desired locations on campus. Answer telephone when administrative offices are closed. Provide first aid for minor injuries or call ambulance service if needed.
- Investigate vehicle accidents that occur on university property. Prepare report. Notify county or state police of accidents that occur on adjacent roadways, provide assistance if necessary. Direct traffic at all special events as needed. Assist vehicle operators with starting vehicles and lock outs or call for assistance as required. Other duties as assigned.

#### **REQUIRED QUALS:**

- High School diploma/GED and a graduate of the Indiana Law Enforcement Academy. Three years police work required. Indiana Police officer certification. Drivers license mandatory. Must be at least 21 years of age. Thorough knowledge of Indiana law. Strong communication skills. Must be able to adapt and react to unusual conditions and work under pressure. Must be able to lift and carry 25 to 50 lbs frequently and up to 60lbs occasionally. Must be physically and mentally capable of performing all duties of a police officer. Must be able to work in a team environment with a focus on community oriented policing and dedicated to quality customer service.

#### **APPLICATION PROCESS:**

- To apply visit our web site at [www.pnc.edu](http://www.pnc.edu), click "Quick Links" and select "Employment".
- Professional references will be verified prior to any offer of employment.

**Review of online applications will begin immediately, with a preferred application date of May 21st, 2010.**

Purdue University North Central is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce.